

May, 1999

To All TTAC Consultant Applicants:

The Office for Victims of Crime (OVC) and the OVC Training and Technical Assistance Center (TTAC) have been working over the past year to streamline procedures for receiving and processing training and technical assistance requests, for identifying and enrolling new consultants, and for obtaining consultant rate approvals through the Office of Justice Programs. The attached document defines the revised requirements for individuals seeking to become enrolled in the OVC TTAC Consultant Pool.

These requirements modify those that are specified in the original Consultant Enrollment Package. The sections and page numbers refer to the corresponding requirements in that enrollment package that are being modified.

If you have questions about these new requirements, please contact TTAC directly. Thank you for your interest in serving as an OVC TTAC consultant.

Office for Victims of Crime
Training and Technical Assistance Center
2277 Research Boulevard
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Rockville, MD 20850

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REQUIREMENTS FOR TTAC CONSULTANT APPROVAL

Updated May, 1999

In order for an individual to become enrolled as a TTAC Consultant, he/she must submit the following:

- Completed TTAC Consultant Enrollment Package,
- Current resume,
- Current biography (maximum one-half page);
- Names of three persons who are able to serve as professional references; and
- Rate verification documentation.

TTAC Consultant Enrollment Package:

This package provides information about specific areas of expertise and knowledge that is used to identify appropriate consultants for each request received by TTAC. Enrollment packages can be obtained directly from TTAC.

Current Resume:

The resume information provides the foundation on which consultant approvals are based and with which requesting organizations select a consultant that will best meet their organization's speaking, technical assistance, or training needs.

Biography:

TTAC uses these brief biographies to expedite information sharing with requesters, OVC contract staff, and others who appropriately have access to the information. We request that each applicant prepare his/her own biography to ensure that it focuses on those areas that each individual wishes to highlight.

Professional References: (revises section F, page 13)

In lieu of the originally required letters of recommendation, TTAC currently requests names of persons who have knowledge of recent consulting activities. Information about these professional references should include the individual's name, address, phone number, and the consulting activity about which they have knowledge (organization, nature of consulting, and date),

Rate Verification Documentation: (revises Section B-4, page 4)

OVC's standard consulting fee is \$250.00 per day. Consultant who requests a fee that is higher than \$250.00 must submit documentation that verifies that their current consulting rate is equal to or higher than that rate they are requesting. There are several documents that may serve to verify this rate:

1. A signed, fully executed contract or letter of agreement for consulting services that documents a rate equal to or higher than the requested rate; this agreement must contain the fee and the period of performance so an hourly or daily rate can be calculated;
2. A signed, executed invoice documenting payment at the requested hourly or daily rate, that is certified true and accurate (a sample certification statement is attached); or
3. A current wage statement (including the amount of payment and the defined period of time for that payment so an hourly or daily rate can be calculated).

Please note that only **one** type of rate documentation is required as long as it clearly documents an hourly or daily rate that is equal to, or greater than, the rate an applicant is requesting.

In addition to documentation of rate, each applicant is asked to sign a “**most favored rate**” statement. This statement verifies that the rate you are charging OVC is no higher than the rate you charge your most favored client. A model for this statement is attached.

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*Sample Certification Statement to be copied onto a
signed, executed, and paid invoice.*

Certification: I certify that this is a true copy of the invoice submitted and that
the payment requested has been received.

Name: _____ Date: _____

Signature: _____

Model for “most favored rate” statement (may be copied onto your letterhead).

WHEREAS, Aspen Systems Corporation (Aspen) and _____
(Consultant) have entered into an Agreement for the Provision of Professional services by
Consultant to the Office of Victims of Crime under Aspen’s contract number OJP-98-C-004, with
the U.S. Department of Justice.

NOW THEREFORE, Consultant hereby certifies that the daily rate shown below
represents the “most favored client rate” and that a lesser rate is not being charged any other
client.

_____	\$ _____
Consultant Name	Daily Rate

EXECUTED as of the date below written.

_____	_____
Signature	Date